

# HUNSTANTON TOWN COUNCIL



## Personnel Committee Terms of Reference

(Note that the standing orders of the Town Council shall govern procedures in respect of committees)

- The Chair will be elected at the first meeting of the Committee after Hunstanton Town Council annual meeting.<sup>i</sup>
- This committee shall consist of 5 voting members: Cllrs Bishopp, Croucher, Fuchter & Howard for the 2024/25 year. The Mayor & Deputy Mayor are ex-officio members of this Committee.
- The Quorum of the Personnel Committee shall be 3 of its members. In no case can the quorum be less than three (LGA 1972 Sch-12 s12)<sup>ii</sup>.
- A member of the Personnel Committee, who at the time of joining the Committee is a Councillor, ceases to be a member when they cease to be a Councillor.
- The function of the Personnel Committee is to deal with any matters considered by the Proper Officer to be related to this committee.
- The Full Council can also exercise the functions of the Personnel Committee.
- Clerk / RFO or Chair of Personnel to call a meeting as necessary.
- Members of the public and press will not be permitted to attend all meetings of the Personnel Committee under Public Bodies (Admission to Meetings) Act 1960 S.1 (2) as amended by LGA 1972 S. 100<sup>iii</sup>.
- The Chair appointed by the Committee has a second or casting vote.
- Minutes of the meeting must be marked confidential and distributed to all members for discussion at the next Full Council meeting.
- This Committee will act only as an investigative and advisory body to the Council on employment issues. It has no power to enter into contracts on the Councils behalf.
- All decisions of the Personnel Committee must be ratified by Full Council.
- The Personnel Committee will have no financial control or allocated budget.

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### <sup>i</sup> THE ROLE OF THE CHAIR OF A COMMITTEE

- (a) To be fully briefed and prepared on the issues being considered by the committee.
- (b) To preside over meetings in a fair and balanced manner that encourages contributions and achieves the objectives of the meeting by maintaining focus, seeking consensus, summarising views and conclusions and resolving conflict.
- (c) To be accountable to the committee for the efficiency and effectiveness of the meeting, ensuring that business is transacted with reasonable speed.
- (d) To ensure the committee acts only within its terms of reference.
- (e) To ensure compliance with standing orders, financial regulations, council policies and relevant legislation.
- (f) To work with the Clerk to confirm/set the agenda for meetings, ensuring that information is complete.

### LEGISLATION

<sup>ii</sup> no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.

<sup>iii</sup> The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."

Signed ..... (Cllr Michael Ruston, Mayor)